



# City of Tempe

## WATER RESOURCES MANAGER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	440	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Municipal Utilities	<i>Salary / Hourly Minimum:</i>	\$98,307
<i>Supervision Level:</i>	Manager	<i>Salary / Hourly Maximum:</i>	\$132,055
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Water Resources Manager
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>EEO4 Group:</i>	Professionals
<i>Physical:</i>	No		

### REPORTING RELATIONSHIPS

Receives general direction from the Water/Sewer Utilities Deputy Director or from other management staff.

Exercises direct supervision over supervisory and technical staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four (4) years of administrative or managerial experience in water quality, water engineering and/or water resource and conservation management, to include policy development, preferably in a public agency.
<i>Education:</i>	Equivalent to a bachelor's degree from an accredited college or university with major course work in Water Resources, Physical or Biological Science, Natural Resources, Engineering, Public Administration or degree related to the core functions of this position. A master's degree is preferred.
<i>License / Certification:</i>	Possession of a valid driver's license.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission, vision, and values. To perform a variety of complex and highly responsible professional administrative duties related to water resource and conservation management. To plan, organize and direct water resources activities to include the development of policies, coordination and administration of programs and implementation of the City's short- and long-range water resource and conservation plan.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Select, train, motivate, track, assign and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and policies;
- Develop, implement, coordinate and update the City's Water Resource and Conservation Plan.
- Propose and implement program changes to assure compliance with water conservation goals and objectives.
- Coordinate all activities related to Tempe Town Lake to include special events, water quality, preventative maintenance, dam monitoring and structure and related lake infrastructure;
- Serve as central point of contact for internal and external customers as it relates to Tempe Town Lake and as liaison with the Rio Salado Community Facilities District.
- Answer questions and provide information to the public, investigate complaints and recommend corrective action as necessary to resolve complaints;
- Review infrastructure-engineering plans for conformance with City codes and attend pre-construction meetings as required;
- Provide pro-active performance planning utilizing performance management tools;
- Advise the Water/Sewer Utilities Deputy Director, City management, and the City Council of current legislation, regulations, and new policies affecting water resource and conservation through position papers, technical reports and oral presentations.
- Represent the City and serve as the City's primary liaison with various committees, agencies and associations such as the Arizona Municipal Waters Users Association, Salt River Project, Sub-Regional Operating Group and Maricopa Association of Governments.
- Represent the City before legislative committees and hearings regarding water resource issues and participate in negotiations as required.
- Review, follow, and advise upper management on negotiation processes and procedures relating to Central Arizona Project subcontract, ground water code, water quality regulations, etc.; meet with officials of other cities, the State, Salt River Project (SRP) and the Central Arizona Project (CAP) as required.
- Monitor and prepare section-level budgets and supervise cost analyses and budget requests; plan and propose budgetary requirements to assure a viable conservation program within the City; prepare and administer the water resource and conservation budget.
- Monitor and report the cost benefit and effectiveness of the City's water resource and conservation programs to City management and the City Council.
- Serve as the City's primary spokesperson with the general public and media services on water conservation issues.
- Analyze data, complete feasibility studies, review designs for system modifications, review plans and administer contracts;
- Direct and conduct short and long-range water planning activities including research, analysis, and issue identification, projection, modeling and related tasks.
- Prepare applications for various permits from appropriate federal and state agencies.

- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Lift heavy objects;
- Operate city vehicles;
- Use tools;
- Climb stairways, ladders, and work on subterranean or elevated structures;
- Traverse uneven surfaces;
- Traverse long distances during workday with or without an accommodation;
- Work in a stationary position for considerable periods of time;
- Operates computers, calculators and other office machines using repetitive hand/eye movement;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time.

## COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

## JOB DESCRIPTION HISTORY

*Effective July 1989*

*Revised August 1993*

*Revised November 2001*

*Revised Nov 2010 (Removed optional driver's license statement)*

*Revised Dec 2010 (Title change)*

*Revised January 2017 (add physical/mental activities)*

*Revised March 2019 (PW reorg – moved to Municipal Utilities Dept.)*

*Revised March 2020 (job duties & min qualifications)*